

## **Boys & Girls Clubs of Greater Kalamazoo**

### **JOB POSTING**

#### **Director of Program Services**

The Board of Directors of the Boys & Girls Clubs of Greater Kalamazoo is seeking a dedicated career-oriented individual to fill the position of Director of Program Services.

This position oversees all Club Programing functions with primary concern for: The development, implementation and the administration of program services for youth at all Club Units. Human Resource Management, including recruiting, screening, on-boarding, training, and the supervision, evaluation and termination of all program staff; Supervision of the daily program services at each Club unit, ensuring staffing needs are met and maintained; Program Administration, including facilitating regular staff meetings, special youth activities and participating in organizational fund development activities as needed; Developing and maintaining community partnerships to ensure Club members have access to quality programs, activities and resources. As a member of the senior management team, the Director of Program Services will help lead the agency in fulfilling its mission by providing the needed leadership, guidance, and inspiration that will help girls and boys grow up to be responsible adults.

A successful candidate will possess a Bachelor's Degree in Education, Social Work or related field and at least 2-3 years management and supervisory experience. The candidate must have experience in a youth development organization, knowledge of child/youth development and an understanding and experience of working with youth from diverse backgrounds. The candidate must have the ability to plan and execute a wide range of programs for youth of all ages. The candidate must be able to organize, plan and coordinate operations in a multi-unit organization and the ability to plan and execute a wide range of programs for youth of all ages. Strong communication, organizational skills, and interpersonal skills required.

The Boys & Girls Clubs of Greater Kalamazoo offers a competitive salary and benefits package.

Qualified candidates should submit cover letter, resume and salary requirements to:

[cathyw@bgckzoo.org](mailto:cathyw@bgckzoo.org)

Boys & Girls Clubs of Greater Kalamazoo  
Attn: Robert Ezelle  
915 Lake Street  
Kalamazoo, MI 49001

Applications being accepted through April 23, 2014.